



## ARIZONA CORPORATION COMMISSION

# DOMESTIC LIMITED LIABILITY COMPANY FILING CHECKLIST

See A.R.S. 29-601 et seq.

### Company Name

- ☐ Check name for availability search instructions on our web site at:  
[www.cc.state.az.us/corp/filings/namingpolicy.htm](http://www.cc.state.az.us/corp/filings/namingpolicy.htm)
- ☐ Attach copy of Tradename Certificate, Assignment of Tradename, if applicable, or a completed Declaration of Tradename Holder.
- ☐ Make sure name has appropriate corporate ending pursuant to A.R.S. §29-602.A.

### Articles of Organization

- ☐ Indicate the proposed name of the company.
- ☐ Indicate the address of the known place of business in Arizona. May be in care of the street address of the statutory agent.
- ☐ The statutory agent must provide a street address. If statutory agent has a P.O. Box, then they must also provide a physical description of their street address/location.
- ☐ Indicate the latest date on which the limited liability company must dissolve, if applicable.
- ☐ Indicate if management is reserved to the members or vested in a manager(s).
  - ▶ If reserved to the members, indicate the name(s) and address(es) of the members.
  - ▶ If vested in a manager, indicate the name(s) and address(es) of the manager(s) AND the member(s) who own 20% or greater interest in the capital or profits of the company.
- ☐ Affix a signature. The signature need not be by a member or manager.
- ☐ Affix signature of statutory agent (*acknowledge acceptance*).

### Fees

- ☐ Attach check for filing fee. \$50.00. Additional \$35.00 for expedited services. Made payable to the Arizona Corporation Commission.
- ☐ Fees pursuant to A.R.S. §29-851.
- ☐ Execute check.

### Publication

- ☐ Within sixty (60) days you must publish a notice of the filing in a newspaper of general circulation in the county of the known place of business in Arizona, for three (3) consecutive publications. A list of acceptable newspapers in each county will accompany the approval letter and is posted on the Commission web site at [www.cc.state.az.us/corp](http://www.cc.state.az.us/corp). **Do not** publish until documents have been approved.
- ☐ An affidavit evidencing publication shall be filed with the Corporation Commission within ninety (90) days after filing the articles of organization.

**DO NOT PUBLISH THIS SECTION**

**ARTICLE 1**

The company name must contain an ending which may be "limited liability company," "limited company," or the abbreviations "L.L.C.," "L.C.," "LLC" or "LC". If you are the holder or assignee of a tradename or trademark, attach Declaration of Tradename Holder form.

**ARTICLE 2**

May be in care of the statutory agent.

**ARTICLE 3**

The statutory agent must provide a street address. If statutory agent has P.O. Box, then they must also provide a street address/location. The agent must sign the Articles or provide a consent to acceptance of appointment.

The agent must consent to the appointment by executing the consent.

**ARTICLES 4**

Complete this section only if you desire to select a date or occurrence when the company will dissolve. If perpetual duration is desired, leave this section blank.

**ARTICLES OF ORGANIZATION**

A.R.S. §29-632

1. Name. The name of the limited liability company is:

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2. Known Place of Business. The address of the company's known place of business in Arizona is:

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3. Statutory Agent. (In Arizona) The name and street address of the statutory agent of the company is:

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**Acceptance of Appointment By Statutory Agent**

I \_\_\_\_\_, having been designated to act as  
(Printed Name)

Statutory Agent, hereby consent to act in that capacity until removed or resignation is submitted in accordance with the Arizona Revised Statutes.

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Signature of Statutory Agent

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[If signing on behalf of a company serving as  
statutory agent, print company name here]

4. Dissolution. The latest date, if any, on which the limited liability company must dissolve is:

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**DO NOT PUBLISH THIS SECTION**

**ARTICLE 5**

Check which management structure will be applicable to your company. Provide name, title and address for each person.

5. Management.

☐ Management of the limited liability company is **vested in a manager or managers.** The names and addresses of each person who is a manager AND each member who owns a twenty percent or greater interest in the capital or profits of the limited liability company are:

Name: \_\_\_\_\_  
[ ] member [ ] manager [ ] member [ ] manager

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
[ ] member [ ] manager [ ] member [ ] manager

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

☐ Management of the limited liability company is **reserved to the members.** The names and addresses of each person who is a member are:

Name: \_\_\_\_\_  
[ ] member [ ] member

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
[ ] member [ ] member

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The person(s) executing this document need not be manager or member(s) of the company.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name Here]

\_\_\_\_\_  
[Print Name Here]

PHONE \_\_\_\_\_

FAX \_\_\_\_\_